

**A meeting of the Personnel Committee at the Rhode Island Higher Education Assistance Authority was held on Thursday, October 23, 2014 in the McKenna Conference Room of 560 Jefferson Boulevard, Warwick, Rhode Island, at 8:40 a.m.**

**Committee Members in attendance:**

**Mr. Robert Delaney, Chair**

**Mr. Daniel Egan**

**Mr. Christopher Feisthamel, designee for General Treasurer Gina Raimondo.**

**Ms. Christine Jenkins**

**Committee Members absent:**

**Mr. John Howell**

**Also attending:**

**Ms. Gail Mance-Rios**

**Mr. Joseph Palumbo, Legal Counsel**

**Mr. Charles Miller**

**Ms. Linda Makhlouf**

**Mr. Tom Pearce**

**Ms. Dana Peterson-Fatuda**

**Ms. Winnie Antos**

**Ms. Maggie Cote**

**Ms. Shirley Roy**

**Ms. Patia Bertram**

**Ms. Kathy Berard**

**Mr. Kevin Elliott**

**Ms. Carol Brynes**

**Mr. Nelson Sena**

**Mr. Steve Strycharz, Council 94 President**

**Ms. Laurie Brayton, Legislative Analyst**

**Mr. Gregory Stack, Budget Office**

**1. Mr. Delaney called the meeting to order at 8:40 a.m.**

**2. Discussion of Organizational Structure: Ms. Mance-Rios distributed the current RIHEAA organization chart, along with an organizational chart that reflects staffing after the signage of the Naviant (Sallie Mae) contract. Ms. Mance-Rios stated that a full completion of services by the Naviant contract agreement is April 1, 2015. Ms. Mance-Rios stated, from a financial point of view the impact of the changes will not happen until that time.**

**Mr. Delaney stated the proposed chart; we should rethink the jobs and duties to keep RIHEAA viable. It was suggested to create a new organizational chart based on what is needed to run each program in the agency. Mr. Feisthamel asked the group to keep in mind the impact of the delay which could present a financial hurdle, and to consider the Union rules and regulations. Mr. Delaney stated within the next couple of days a discussion with the Union should be conducted. Ms. Jenkins stated years of service should also be a consideration. Mr. Egan asked what will the agency look like in six months with regards to the organization chart.**

**Mr. Delaney stated each employee should provide their job description of what they do in order to determine program need and function.**

**Mr. Delaney stated the next steps should be to start with a blank organization chart, inventory resources, and oversee the outsourced employee program. Each program should be broken out to determine similarities in regards to needs and duplication of services. Mr. Delaney drafted an organization chart and stated, the executive director oversees, HR, the number of employees needed, as well as Finance, WaytogoRI, and Scholarship & Grants. Ms. Mance-Rios recommended putting Scholarships & Grants with the Loan Division and CollegeBoundfund with WaytogoRI. Mr. Feisthamel stated that typically Finance and HR are combined. A discussion ensued**

**regarding the placement of programs. It was determined that four key programs will be merged to reflect Scholarships & Grants with Loans and WaytogoRI to merge with CollegeBoundfund. Two boxes were left unfilled, Mr. Delaney asked Ms. Mance-Rios to have the staff's input on how to divide/merge Administration, IT, Finance and HR.**

**The Scholarship & Grant and Loan Program needs are: Outreach and training, analysis, federal regulation/compliance, relationship/account management and finance support.**

**The WaytogoRI and CollegeBoundfund Program needs are: District support, sales, sponsorships, analysis, outreach, account management, training and marketing.**

**The four programs all need administrative support.**

**The committee recommended having another Personnel Committee meeting on Thursday, October 30, 2014 at 8:30 a.m., to make their recommendations to the Board of Director's and suggested having a board meeting at 9:30 a.m., October 30, 2014.**

**With no further business to come before the Committee, the meeting adjourned at 10:35 a.m.**